



Transportation Demo Grant Information Session

Today's Agenda

- Overview of Grant Solicitation
- Tips for Writing a Strong Grant Proposal
- Important Dates
- Q & A

Purpose of Grant

- Through the state's Talent Pipeline initiative, transportation has been identified as a barrier to employment and training, especially in rural counties
 - There are 6 counties in SC that do not have access to public transportation
 - The SC Statewide Public Transportation and Coordination Plan recognizes the need to expand transit for individuals seeking training and employment services
- Recognizing this need, the SWDB will fund a number of demo grants that expand public transportation to provide greater access to job training and employment services

Eligible Applicants

Local workforce development areas (LWDAs)

Eligible applicants **must** apply in partnership with:

- A state designated public transit provider;
- A technical college, approved training provider, or Adult Education Center; and
- A business

Applicants are also encouraged to partner with community and faith-based organizations and other workforce partners as appropriate for the area

Period of Performance



18 month period of performance
Anticipated start date – June 26



**45 day
planning
period**



Remaining time for service delivery



Outcomes to be Tracked and Reported

of individuals transported who gained access to training

of individuals transported who gained access to employment

of individuals transported who maintained employment or completed training because they had access to transportation

Total ridership of all three (3) categories

Reporting

- Financial Reports (monthly)
- Programmatic progress reports (monthly)
- Final report (end of the grant)

Required Application Information

- Applications must consist of five separate and distinct parts:
 - Project abstract
 - Project narrative
 - Project budget
 - Budget narrative
 - Letter of support from each of the required partners

Project Narrative

- The Project Narrative should include:
 - Expected outcomes – estimated outcomes and method of tracking and reporting should be clearly identified
 - Project design – identify transportation gap, action plan and timeline for delivery of services,
 - Partner coordination – clearly define each partners' contribution to the overall project
 - Implementation plan – description of how the project will be implemented, including route maps and time tables; marketing and promotional materials

Project Budget and Narrative

- Be clear and specific when developing the budget and supporting narrative
- Line items should align with the overall goals and objectives of the project
- Consider allowability and reasonableness of budget request
- Identify any match or in-kind contributions
- Discuss efforts to sustain the new or expanding method of transportation

*Budget Limitations

- Funds should **not** be used to:
 - Purchase new vehicles
 - Provide transportation that would normally be covered under a LWDA supportive services policy
- Overall administrative costs **cannot** exceed 10 percent of grant award

Letters of Support

- Letters of support from required partners must describe in detail each partners contribution to the transportation demonstration project
- General/non-specific letters of support are not acceptable
- Purpose of letters is to show true collaboration and partnership in the development and execution of the project

Evaluation Criteria

Project Design/Scope
Maximum Points: 35

Project Budget & Cost Effectiveness
Maximum Points: 25

Criterion

Partner Coordination
Maximum Points: 20

Implementation Plan
Maximum Points: 20

Writing a Competitive Proposal

- Read the grant solicitation carefully and follow instructions
- Make note of deadlines, application requirements, and evaluation criterion
- Ask questions if the solicitation is unclear
- Determine whether your organization has the capacity to accomplish what is described in the solicitation
- Brainstorm ideas that align with need(s) the solicitation is intended to fill

Writing a Competitive Proposal

- Be clear and specific
- Provide a detailed description of your proposal and how it will affect the target population
- Think like a reviewer – make your proposal stand out; anticipate and answer questions the reviewers might have
- Demonstrate your expertise and unique ability to implement the grant

Writing a Competitive Proposal

- Before you submit:
 - Check spelling, grammar, punctuation, and etc.
 - Check budget calculations
 - Be sure that all components of the application have been completed
 - Organize attachments and supporting documentation
 - Review evaluation criterion and determine how your proposal measures up
- Do not wait until the last minute! Late submissions and/or incomplete applications will not accepted.

Common Pitfalls

- Project design is unclear or includes activities that are not consistent with the grant
- Partnerships are not in place or letters of support are generic
- Too much of the budget is allocated to administrative costs or budget includes one or more disallowed costs (e.g. the purchase of vehicles or buses)
- One or more parts of the application is missing



- **Who is the eligible applicant?** Local Workforce Development Areas (LWDAs) are the eligible applicant and will take the lead when applying for this grant. Public Transit Providers and other partners interested in the grant should work with their LWDA.
- **Who is a Public Transit Provider?** A Public Transit Provider is one that receives funding to provide transportation and is designated as the lead public transit agency in their county/area.



- **Can funds be used to purchase new vehicles?** No. Grant funds cannot be used to purchase new vehicles.
- **Is there a match requirement?** No. Neither applicants nor partners are required to match the funds being applied for.
- **Are non-WIOA participants excluded from using the transportation system implemented through this grant?** No. The funds awarded through this grant are not limited to WIOA participants.

Resources

- SC DOT – List of Designated Public Transit Providers:
http://www.dot.state.sc.us/getting/publicTransit_Providers.aspx
- SC DOT – Statewide Public Transportation & Coordination Plan
http://www.dot.state.sc.us/Multimodal/pdf/SC_MTP_Transit_Plan_FINAL.pdf
- SC Talent Pipeline – Regional Data Reports
<http://www.sctalentpipeline.com/>

Submission Information

Applications must be submitted via email no later than **Monday, May 15** to Nina Staggers at nstaggers@dew.sc.gov.

Email subject line should read:

Application for Transportation Demo Grant

Anticipated start date – June 26, 2017

Contact us:

Nina Staggers

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